



SUBJECT LEADER OF COMPLEX NEEDS APPLICATION PACK

Full-time position

MS1 to US3 - £28,000-£43,685

+ TLR 2.1 £3,017 & SEN 1 £2,384

Information about the school

Hednesford Valley High School is a generic Special School set in Cannock Chase, an Area of Outstanding National Beauty. We educate students on two sites, with years 7-11 at our main site and our Sixth Form is set in a dedicated building at Cannock Chase High School. We currently have 179 students on roll.

We have amazing students with a range of learning needs, who are supported by dedicated staff with a passion for transforming the lives of our students. If you join our team, you will be part of a school where students love to learn, and staff love to teach. We truly are a family. This is not just a statement; our data supports this. Our attendance and positive behaviour are above national data and we have just received amazing feedback from our recent parent/carers questionnaire.

This posts offers a great opportunity to develop as a professional. The post is not suitable for ECT's and applications of experienced practitioners from all sectors are welcome. Further details are available from Louise Fox at Hednesford Valley High School and visits to our school and/or professional discussion with the Headteacher are welcomed.

The latest Ofsted Inspection dated 6th March 2019 - the school was judged to be Good.

"The curriculum for key stage 4 pupils has been designed to provide a broad curriculum experience with a combination of vocational and academic subjects which effectively prepare pupils for their next steps in education. This continues into the sixth form, where the curriculum is centred around work experience, work-based activities and careers advice."



Leader of Complex Needs Personal Specification

Leader of Complex Needs Personal Specification		
	Essential	Desirable
Education and Qualification	<ul style="list-style-type: none"> Qualified Teacher Status Educated to degree level, or equivalent. 	Further relevant training and/or qualifications in special educational needs
Experience	<ul style="list-style-type: none"> Significant and successful experience of teaching children within a special school setting (or equivalent) at Key Stages 1, 2 and/or 3 Experience of working with colleagues to set short term goals for individual pupils and of supporting the pupils to achieve these Experience of leading a and managing other adults in a mainstream and/or specialist setting 	<ul style="list-style-type: none"> Experience of working with SEND pupils, especially those with complex needs Experience of leading a department within a SEND setting Experience of supporting a Phonics Programme Experience of working with professionals from a variety of outside agencies, for example social services, governors, local authorities and other agencies Experience of using different approaches to support evidence towards the EHCP process
Professional Development	<ul style="list-style-type: none"> Recent and appropriate professional development An understanding of effective appraisal and performance management 	
Skills and Abilities	<ul style="list-style-type: none"> Able to demonstrate the skills of an excellent teacher Ability to lead, enthuse and motivate other members of staff Excellent communication skills, both written and oral Good ICT skills Ability to work professionally as a member of a team to gain the confidence of teachers, parents and carers and other external agencies. High level of emotional intelligence and very good interpersonal skills Ability to build very effective relationships with children, to motivate learning and to build self-esteem 	<ul style="list-style-type: none"> Ability to work collaboratively in a multi-professional team First aid training Minibus driver or willingness to become a minibus driver Willingness to support extra-curricular activities Willingness to support residential visits

Leader of Complex Needs Personal Specification

Skills and Abilities (contd/..)	<ul style="list-style-type: none"> • Ability to work independently with minimum supervision and to manage own work and time effectively • Ability to manage a budget • Ability to maintain confidentiality • Ability to use initiative and to innovate within the aims, ethos and policies of the school • Ability to delegate tasks and monitor progress effectively • Ability to take direction from members of SLT 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of curriculum planning and development including National Curriculum at Key Stage 1, 2 and/or 3 • A good working knowledge of the range of programmes and strategies available to support children with different types of SEND • A good understanding of the range of strategies that can be used to successfully support students with SEND • Practical and theoretical knowledge of behaviour management • A thorough understanding of the National Curriculum at Key Stage 2 and 3 • Knowledge and understanding of safeguarding legislation and procedures 	<ul style="list-style-type: none"> • Knowledge of Phonics Programme • Knowledge of assessment to support evidence towards the EHCP process
Other requirements	Able to work flexibly and attend meetings and INSET days as required	Other requirements

Post Holder's Name	
Signature	
Date	

Subject Leader Job Description

Subject Leader Job Description

1. Implement, monitor and review an adapted curriculum to support the progress and development of students within the complex needs department
2. Ensure mid-term plans are implemented, shared and monitored that adhere to the curriculum for students in complex needs
3. Implement strategies to ensure the consistent application of the curriculum for complex needs, across the department.
4. Ensure the progress of students within the complex needs department is monitored and reviewed to ensure effective progress is made
5. Support the school's phonics programme within the complex needs department
6. Support the school's assessment strategy within the complex needs department
7. Ensure oneself and the complex needs department are up-to-date with SEND education and initiatives, through research and the attendance of relevant courses
8. Support the whole school teaching strategies throughout the complex needs department
9. Monitor and support the teaching of staff to ensure quality first teaching throughout the complex needs department
10. Appraise and performance manage staff within the complex needs department
11. Liaise with outside agencies (as required) to support the progress and development of students
12. Be responsible for the budget allocation of the complex needs department.
13. Lead departmental meetings as calendared and where otherwise appropriate
14. Lead assemblies as required
15. Support extra-curricular events as appropriate
16. Set cover work for the unexpected absence of staff within the complex needs department

KEY DATES & INFORMATION

Vacancy Closing Date: Wednesday 17th May 2023

Interviews: Monday 22nd May 2023

Start Date: 1st September 2023

If you do not hear from us by Friday 19th May 2023 your application has been unsuccessful, and no further correspondence will be issued. Candidates who are shortlisted will be informed by telephone/email.

Selected candidates must be available to attend interview on the dates shown below. Further details of the interview process and arrangements will be provided to those shortlisted.

Hednesford Valley High School,
Stanley Road,
Cannock
Staffordshire
WS12 4JS
Tel: 01543 423714
Email: l.fox@hvh.staffs.sch.uk

APPLICATION PROCESS

Application is by completion of the Application form which is available on the school website:

www.hvh.staffs.sch.uk/vacancies please note that CVs are not accepted. Please ensure that any covering letter is not longer than 2 sides of A4 paper.

Application should be returned to school c/o Mrs Louise Fox, Support Business Manager, it can be returned to the address above or by emailing l.fox@hvh.staffs.sch.uk

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference. Shortlisted candidates may be subject to online social media checks.

The School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

The following policies are available on the school website <https://www.hvh.staffs.sch.uk/Policies/>

- Safeguarding Children & Adults Policy
- Safeguarding Policy
- Safer Recruitment Policy
- Link to Privacy Notice for job applicants

Thank you for your interest in this vacancy.